



Technology Training Specialist IV

Details

Job ID : 413

Title : Technology Training Specialist IV

Job Code : 1028

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A TECHNOLOGY TRAINING SPECIALIST III

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD COMMUNICATION SKILLS

Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES.
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED
- WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED.